

**VIRGINIA NATIONAL GUARD**  
**TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 06-55**

**POSITION:** SUPPLY TECHNICIAN, 06-55, (PD Number: 80371000)

**GRADE/PAY:** GS-2005-07 \$35,625.00 - \$46,310.00 per annum

**OPENING DATE:** 5 May 2006      **CLOSING DATE:** 8 June 2006 (1700 hrs)

**DUTY LOCATION:** 192<sup>nd</sup> FW, Sandston, VA

**EMPLOYMENT STATUS:** Excepted Service Male/Female Enlisted Personnel

**WHO CAN APPLY:**

**GROUP I** - All qualified enlisted personnel currently employed (permanent) in the Virginia Air National Guard Military Technician Program.

**GROUP II** - All qualified Virginia Army and Air National Guard enlisted personnel, regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard is required to be attached to the application if enlistment occurred within 60 days prior to or during the advertisement period.

**GROUP III** - Individuals eligible for military membership in the Virginia National Guard.

**MILITARY ASSIGNMENT:** This position is supervised by a SMSgt/E8. Grade inversion will not be authorized. Compatible AFSCs: 2S0XX

**POINT OF CONTACT:** SMSgt Gerald Golden, (804) 236-6465

**SELECTING OFFICIAL:** Col Pearsall, 192<sup>nd</sup> FW Air Commander

**QUALIFICATION REQUIREMENTS:**

**GENERAL:** Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment provided this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc.

**SPECIALIZED:** Work experience listed on the application must show at least twelve (12) months specialized experience, such as: experience in closely related activities which provided the applicant with a knowledge of the rules, regulations, procedures, and program requirements of one or more areas of a supply system, and which demonstrated the applicant's ability to perform at the level of the position to be filled.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS:** Applicants should prepare statements addressing all KSAs listed below. Explain any military/civilian experience that supports each KSA. **The KSAs are not used for basic qualification.** KSAs may be used as a factor in evaluating candidates at the election of the Selecting Official/Interviewing Official.

1. Knowledge of standard methods of receipt of material order documentation control and material processing.
2. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts and storage techniques.
3. Ability to establish and maintain effective work relationships.
4. Knowledge of regulations and mechanized and/or statistical techniques in the computation and forecasting of quantitative requirements.
5. Knowledge of regulatory requirements governing the accounting for government property.
6. Ability to research information.
7. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.

**TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 06-55**

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Appropriate military training courses will be credited on a month-for-month basis for all grade levels. Completion certificates must be submitted. Courses must be directly related to the work of the position. Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

**DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 80371000:** Controls the overall requirements and requisitioning process by validating customer needs, considering budget factors, establishing procurement phases, and evaluating the impact of retention policy on storage and funding postures; assists the Stock Funds Manager with the preparation of the Automated General Support Operating Program (AGSOP), monthly Financial Management Board (FMB) analysis charts, and the analysis of trends directly related to the stock fund program; reviews the need for adjusted stock levels where stock levels based on computed data do not adequately meet anticipated other special requirements; monitors the Mission Change Program by assuring that the standard reporting designator file is accurate and up to date; creates special requisitions for requirements not following normal back order procedures; serves as the supply local purchase liaison with the Contracting Office.

**APPLICATION PROCEDURES:** INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO [vanguardtechjobs@va.ngb.army.mil](mailto:vanguardtechjobs@va.ngb.army.mil) or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.negard.com/jobs/Docs/statepoc.htm>.

TPVA 06-55

DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer